

Facilities Management Division

DESCRIPTION OF MAJOR SERVICES

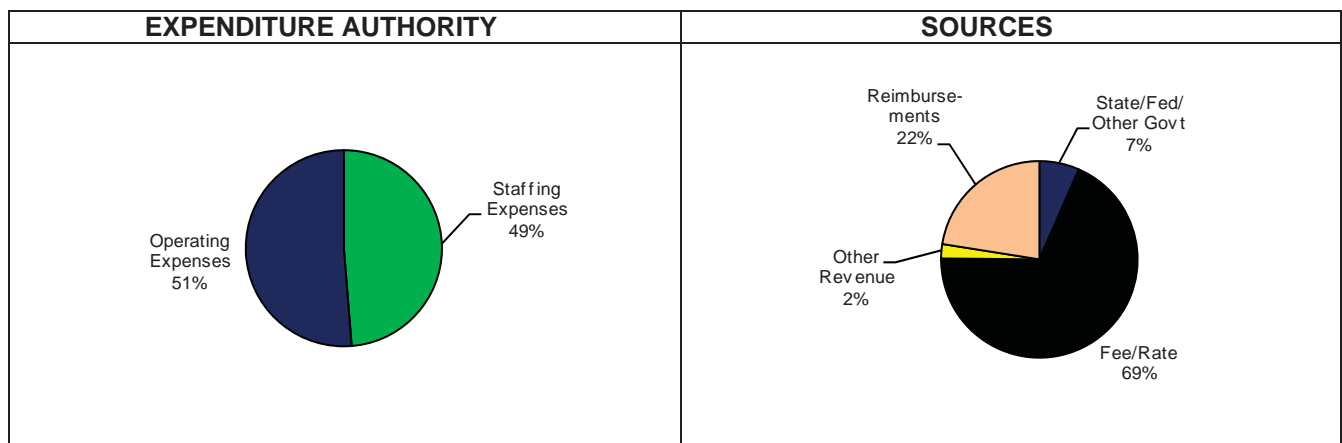
The Facilities Management Division (FMD) provides routine maintenance, grounds and custodial services to ensure County facilities are well maintained, including a 24 hours per day – 7 days per week emergency building maintenance. Services also comprise repairing building structures, equipment, and fixtures.

FMD's focus is on asset protection. Using data and support systems, it maintains the County's valuable facilities and equipment, preserves a high level of functionality, supports sustainability projects, and promotes responsible and efficient use of resources.

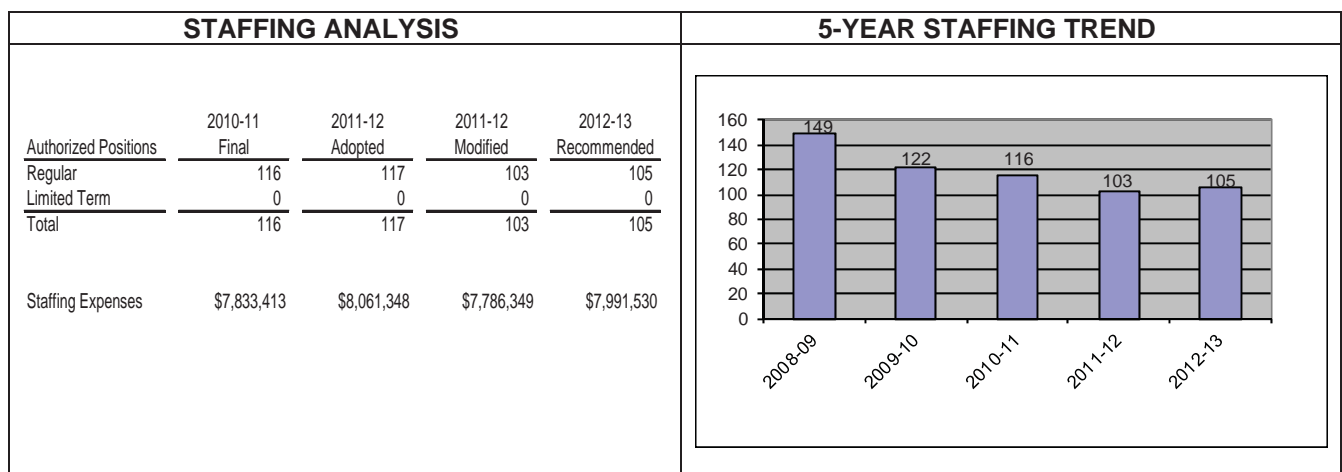
Budget at a Glance

Total Expenditure Authority	\$16,399,706
Total Sources	\$16,399,706
Net County Cost	\$0
Total Staff	105
Funded by Net County Cost	0%

2012-13 RECOMMENDED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2012-13 RECOMMENDED BUDGET

GROUP: Operations and Community Services
DEPARTMENT: Real Estate Services - Facilities Management
FUND: General

BUDGET UNIT: AAA FMD
FUNCTION: General
ACTIVITY: Property Management

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimate	2011-12 Modified Budget	2012-13 Recommended Budget	Change From 2011-12 Modified Budget
Appropriation							
Staffing Expenses	9,371,862	7,924,141	7,833,413	7,485,066	7,786,349	7,991,530	205,181
Operating Expenses	8,443,598	6,852,257	9,993,926	7,352,821	7,617,239	8,408,176	790,937
Capital Expenditures	0	35,618	20,562	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	17,815,460	14,812,016	17,847,901	14,837,887	15,403,588	16,399,706	996,118
Reimbursements	(4,291,521)	(3,621,389)	(3,170,178)	(2,779,768)	(3,141,849)	(3,690,268)	(548,419)
Total Appropriation	13,523,939	11,190,627	14,677,723	12,058,119	12,261,739	12,709,438	447,699
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	13,523,939	11,190,627	14,677,723	12,058,119	12,261,739	12,709,438	447,699
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	10,174	0	22,564	0	0	1,079,483	1,079,483
Fee/Rate	4,599,851	3,369,583	14,599,529	12,123,739	12,261,739	11,243,489	(1,018,250)
Other Revenue	2,987	20	6,517	81,678	0	386,466	386,466
Total Revenue	4,613,012	3,369,603	14,628,610	12,205,417	12,261,739	12,709,438	447,699
Operating Transfers In	134,927	0	10,471	64,195	0	0	0
Total Financing Sources	4,747,939	3,369,603	14,639,081	12,269,612	12,261,739	12,709,438	447,699
Net County Cost	8,776,000	7,821,024	38,642	(211,493)	0	0	0
Budgeted Staffing					103	105	2

BUDGET CHANGES AND OPERATIONAL IMPACT

For 2012-13, FMD contracted out Grounds services for an annual savings of nearly \$500,000. This savings was offset by increases in cost for Maintenance and Custodial services. The change in requirements and sources for FMD increased by \$447,699. Staffing expenses increased a net of \$205,181 due to increased retirement and benefits costs, the addition of 1 Custodian I and 1 General Maintenance Mechanic position and fully funding an Office Assistant II position. Operating expenses of \$8,408,176 increased \$790,937 due to increased materials, system development and vehicle charges. Departments will realize a reduction in costs for Grounds services, increased costs for Maintenance services, primarily the result of contracting out additional services for boilers and heating, ventilation and air conditioning (HVAC) controls, and may have seen a change in Custodial charges for 2012-13 due to "blending" in-house and contract costs. Custodial service costs were previously based on contract cost plus 20% or on in-house cost per square foot, depending on whether the service was provided by contract or in-house staff. Custodial service costs for 2012-13 are recommended to be the average cost of contract and in-house costs. Since contract costs are generally lower, this change resulted in higher or lower Custodial charges for some departments in some buildings, depending on whether the service had previously been charged at contract or in-house cost.

MAJOR EXPENDITURES AND REVENUE IN 2012-13 RECOMMENDED BUDGET

Staffing expenses of \$7,991,530 fund 105 positions and make up approximately half of the Division's expenditures. Operating expenses of \$8,408,176 fund contracts for Grounds, Maintenance and Custodial services, materials for repairs and maintenance of county facilities and equipment, and vehicles, tools, supplies, systems development charges, overhead and administrative costs. Reimbursements of \$3,690,268 and departmental revenue of \$12,709,438 offset these costs by billing County departments and the Administrative Office of the Courts and local Court for services provided. Facilities Management does not receive discretionary general funding (net county cost).



STAFFING CHANGES AND OPERATIONAL IMPACT

During 2011-12, FMD contracted out Grounds Services. Budgeted staffing reduced by a net of 14 positions from 117 to 103: 10 Grounds Caretakers I, 4 Grounds Caretaker II, and 1 Supervising Grounds Caretaker were deleted and 1 General Maintenance Worker position was added. For 2012-13, FMD proposes to add 1 General Maintenance Mechanic for Maintenance services and 1 Custodian I for Custodial services to address increased workload as a result of the addition of new space for a total of 105 positions. 1 Office Assistant II, which was partially funded out of the Facilities Management Division budget in 2011-12, will also be fully funded in 2012-13.

2012-13 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Administration	8	0	8	8	0	0	8
Maintenance	54	0	54	50	3	1	54
Custodial	39	0	39	37	1	1	39
Grounds	4	0	4	3	1	0	4
Total	105	0	105	98	5	2	105

Custodial	Grounds	Maintenance
<u>Classification</u>	<u>Classification</u>	<u>Classification</u>
1 Custodial Services Chief	1 Grounds Services Superintendent	1 Building Services Superintendent
4 Supervising Custodian	1 Supervising Grounds Caretaker	5 Maintenance Supervisor
1 Custodian II	1 Sprinkler System Worker	7 Air Conditioning Mechanic
32 Custodian I	1 General Maintenance Worker	8 Building Plant Operator
1 General Services Worker II	4 Total	1 Facilities Mgmt Project Scheduler
39 Total		5 Electrician
		3 Plumber
Administrative and Fiscal		17 General Maintenance Mechanic
<u>Classification</u>		1 Locksmith
1 Assistant Director		1 Facilities Management Dispatcher
2 Staff Analyst II		3 General Maintenance Worker
2 Fiscal Specialist		2 General Services Worker II
1 Office Assistant II		54 Total
1 Parts Specialist		
1 Secretary II		
8 Total		

